



age Scotland

# Weekly Lottery

Starting a Syndicate



[www.agescotlandlottery.co.uk](http://www.agescotlandlottery.co.uk)

## Why choose a Syndicate?

Syndicates can be a great way for workplaces to play the Age Scotland lottery and support local older people's community groups across Scotland. They offer:

- More chances to win
- Buy tickets with friends and colleagues
- Play the lottery as a team, business or department

## A step-by-step guide

- Choose a syndicate manager for your workplace or group.
- Everyone signs the syndicate agreement. We have included a blank agreement at the end of this document
- The syndicate manager signs up for the tickets, collecting monies from syndicate members as/when is appropriate
- That's it! You're now safely playing as a syndicate and collectively raising money for Age Scotland whilst having a chance to win up to £25,000!

## Your Syndicate Manager

The syndicate manager is responsible for:

- Owning the account that buys the ticket
- Collecting funds from syndicate members
- Making sure the Syndicate Agreement is up to date
- Letting the syndicate know if/when they win (the really fun bit!)

## **Best Practice Advice**

### **Payment options**

If you have more than 20 participants/tickets required in your syndicate, we recommend using the one-off payment option for a set period. You can purchase in batches of up to 20 against your account and complete the purchase process as many times as required.

We may contact you in the interest of safeguarding to be sure you are happy with your purchase. There's nothing to worry about, it's just due diligence on our part.

If you pay by monthly Direct Debit, you will need to wait around 10 working days for payment to clear before tickets are entered into draws.

If you want to set up a monthly plan, a recurring debit card may be a better option, so you don't have to wait for tickets to be entered/ payments to clear. This will only be viable if you want 20 or fewer tickets.

You can only have one payment plan on any one account. If you set up a monthly payment plan and wish to add or remove tickets, the changes you make will not take effect till the next successful payment date.

If you choose to buy tickets as a one-off payment, you can choose from the following:

- 1 month (5 weeks)
- 3 months (13 weeks)
- 6 months (25 weeks)
- One year (52 weeks).

As an example, you may wish to purchase 20 tickets for one month, making a one-off payment of £100 for 5 weeks of draws. When tickets either win or are due for renewal, the account owner will receive an email to advise of this and take action.

## Choosing your numbers

When picking ticket numbers, select 'choose for me'. You will receive a Ticket Purchase Confirmation email that lists all of the ticket numbers you have purchased. You can print this and use it to delegate numbers to each team member, if this is part of your process, and attach it to your agreement for transparency.

If you want to change the numbers chosen, just log into your account. Changes must be made before 11.59 pm on the Friday night before the Saturday draw to be entered

Occasionally, there may be monthly Super Draws offering additional prizes. If won, it is up to you how you award the prize. It will be won against a specific ticket number within your syndicate. This should be part of your syndicate agreement. Either the person who holds the number wins, or you hold your own, separate, additional draw for this prize.

## **Changing or cancelling tickets**

You can end a monthly card payment plan by logging into your online account and going to 'Your Account'. Within 'Your Tickets' go to 'Cancel' and then 'select' each ticket you wish to remove.

If you select all tickets, this will end your payment plan with Age Scotland Lottery, and no more funds will be taken. If you pay by Direct Debit, then you will need to ensure this has been done three working days before your payment date, otherwise we advise that you cancel your Direct Debit with your bank.

## **Your agreement**

A syndicate is an external agreement between the team and the syndicate manager and you will find a supporting legal document on the next page for you to use to manage your syndicate should you wish. The draw takes place at 8pm every Saturday and the results are posted on the lottery website after this time.

**Thank you for choosing to support Age Scotland by playing our weekly lottery. If you have any other questions about the Age Scotland Weekly Lottery, get in touch.**

**Tel: 03300 253035**

**[www.agescotlandlottery.co.uk](http://www.agescotlandlottery.co.uk)**

# Syndicate Agreement

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**Syndicate Name**

.....

**Syndicate Manager**

.....

**Start Date** ..... **End Date** .....

## Special Arrangements

It's best to record any arrangements that your syndicate has agreed upon and will abide by. Attach extra pages if needed. Examples to consider: if someone fails to pay or if someone leaves the syndicate.

**Witness Name** .....

**Address** .....

**Occupation** .....

**Signature** ..... **Date** .....

